



**Department of Human Resources &
Civil Service**

7 Court Street
County Office Building, Rm 216
Belmont, New York 14813
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**CONTINUOUS RECRUITMENT
OPEN COMPETITIVE EXAMINATION**

CUSTODIAN/JANITOR #272

EXAMINATION DATES TO BE DETERMINED BY
ALLEGANY COUNTY HUMAN RESOURCE/CIVIL SERVICE DEPARTMENT

**Allegany County is temporarily waiving all examination fees for exams being
administered between January 1, 2024 and December 31, 2025**

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work involving responsibility for the efficient and economical performance of cleaning and maintenance operations for buildings, grounds and equipment. Work is performed under the general supervision of head custodian, school principal, or other superior in accordance with established policies, considerable leeway is permitted for the exercise of independent judgment. Specific instructions are received on new or unusual assignments. Supervision may be exercised over the work of subordinate cleaning or maintenance personnel. Does related work as required.

MINIMUM QUALIFICATIONS: One year of building cleaning or maintenance experience.

RESIDENCY: Candidates must be residents of Allegany or a surrounding county for at least one month prior to the date of exam. Preference in certification may be given to successful candidates who have been legal residents of Allegany County or the jurisdiction in which appointment is to be made.

VACANCY: The eligible list established as a result of this examination will be used to fill present and future vacancies as they occur in Allegany County departments, towns, villages, special districts and school districts under the jurisdiction of the Allegany County Human Resource/Civil Service Department.

SALARY: Varies by municipality.

APPLICATION FORMS for this examination are accepted continuously and may be obtained from, and must be filed with, the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212. You can download the forms from the Allegany County website at <http://www.alleganyco.gov>; however, e-mail or faxed applications are not accepted.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time

between the date of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be contacted by admission notice 7 to 10 days prior to the examination, when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (585) 268-9212.

NOTE: You must bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature.

Saturday Sabbath Observers/Disabled Persons and Military Personnel called to Active Duty: If special arrangements for testing are required, indicate this on your application form.

Subject of Examination: The written test will cover knowledge, skills and/or abilities in such areas as:

- 1) **CLEANING TOOLS AND THEIR USES** – These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- 2) **TOOLS USED FOR MINOR MAINTENANCE AND REPAIR** – These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- 3) **HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK** – These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants," "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State

Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

ADDITIONAL INFORMATION FOR CANDIDATES: For free copies of the booklet, "Civil Service Examination – How to Take a Written Test," call/write the Allegany County Human Resource/Civil Service Department, 7 Court Street, Belmont, NY 14813; (585) 268-9212; you can download the publication from the Allegany County Human Resource/Civil Service Department's website (<http://www.alleganyco.gov>).

RETEST POLICY: Candidates must wait 6 months between written tests.

ELIGIBLE LISTS: Successful candidates will have their names placed on the eligible list in accordance with the requirements of the New York State Civil Service Department. The names of qualified candidates will remain on the eligible list for one year.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.